



Peer-to-Peer Forum

Standing Committee on the Environment (SCOE)

SCOE Peer-to-Peer Forum Basic User Guide



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"Community Server 2008 Basics Guide for Registered Users"
*Adapted November 2010 by Parsons Brinckerhoff for the
SCOE Peer-to-Peer Forum*

Table of Contents

SCOE Peer-to-Peer Forum Basic User Guide 1

Table of Contents 2

Login and General Information 3

Signing Into Your Account 3

Editing Your Public Profile 6

Changing Your Password 9

Main Page and Navigation 10

Main Page and Navigation 10

Navigation Tabs 11

Accessing the Forums 12

Tags Functionality 13

Discussions Basics 14

Access Your Discussions 14

Discussion Posts Functionality 16

Adding a Forum Post 18

Insert Media to Your Post 20

Filtering Forum Posts 23

Other SCOE Peer-to-Peer Forum Pages 24

Meetings & Events 24

Contact Us 24

Login and General Information

This section contains the following information:

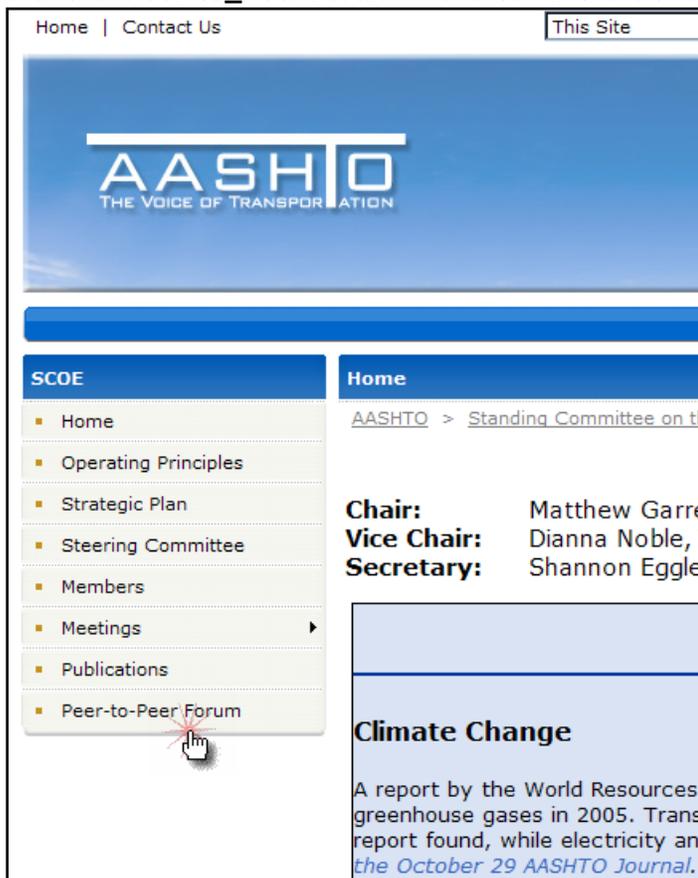
- [Signing Into Your Account](#)
- [Editing Your Public Profile](#)
- [Changing Your Password](#)

Signing Into Your Account

Use the following Procedure to sign in to your account.

Procedure

1. Click the **"Peer-to_Peer Forum"** menu item in the left navigation.



2. You will be taken to a Sign In screen prompting you for your **Sign in name** and **Password**.



The image shows a 'Sign in' form with the following elements:

- Sign in** (Section header)
- Sign in name** (Text label above a text input field)
- Password** (Text label above a text input field)
- Next time automatically sign me in** (Checkbox and text label)
- Sign in »** (Submit button)
- [I forgot my password](#) | [Not a member yet? Click here to Join](#) (Footer links)

3. Input your username and password.



Sign in

Sign in name
username

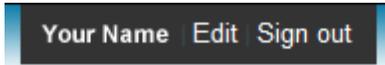
Password
.....

Next time automatically sign me in

Sign in »

[I forgot my password](#) | [Not a member yet? Click here to Join](#)

4. If you have forgotten your password click "**I forgot my password**". You will be asked to supply the email address you used when you created your account. Click **Recover Password**. The site will email instructions to you.
5. Optional: Place a checkmark in the box for "**Next time automatically sign me in**". This is not recommended unless you are using a secure workstation that only you have access to.
6. Click **Sign in**.
7. Note the user menu area in the top right is updated.



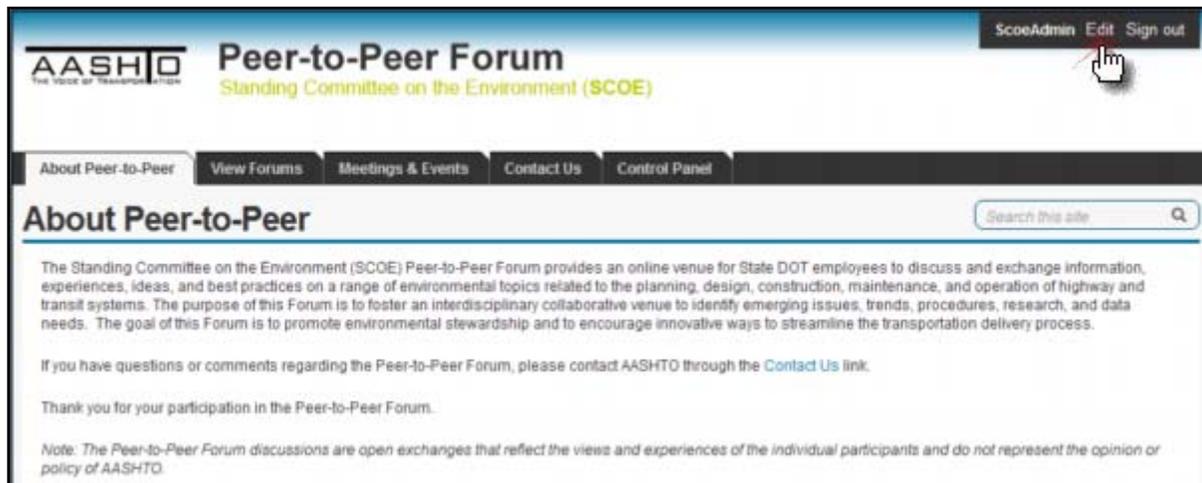
8. To sign out, click the "**Sign out**" link.

Editing Your Public Profile

This site allows each user within the forum to edit their public profile.

Procedure

1. From your home page, click **"Edit"** in the upper-right corner of the page.



2. The "Edit Your Profile" page displays.

The screenshot shows the "Edit Your Profile" page with three tabs: "Profile Options", "Site Options", and "Sign-in Information". The "Profile Options" tab is active. Under the "Bio" section, there is a text area with a rich text editor toolbar. The text in the bio reads: "This is me. I am here. Thank you." Below the bio section is the "Common Profile Options" section, which contains three input fields: "Name" with the placeholder "Firstname Lastname", "Location" with the placeholder "Denver", and "Public Email" with the placeholder "email@email.com". A "Save" button is located at the bottom left of the form.

3. Make your edits in the **Profile Options** tab.
4. Two other tabs contain editable settings as well: "**Site Options**" and "**Sign-In Information**".

a. Site Options

Profile Options	Site Options	Sign-in Information
Site Options		
Sort Posts:	Ascending	
Font Size	Normal	
Content Editor	Standard	
Enable Display Name	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Display in members list	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Enable Post Mouse-Over Popup	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Enable Comment Notifications	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Enable Emoticons	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Display user avatars	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Display user signatures	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Items per-Page in Control Panel grids	10	
Signature		
		

b. Sign-in Information

Profile Options	Site Options	Sign-in Information
Sign-in Information		
Sign-in name	demo_user	
The sign-in name is used along with your password to access this site.		
Password	Change Password	
Click the change password link to change your sign-in password		
Last sign-in	11-03-2010	
Date that you last signed into this site		
<input type="button" value="Save"/>		

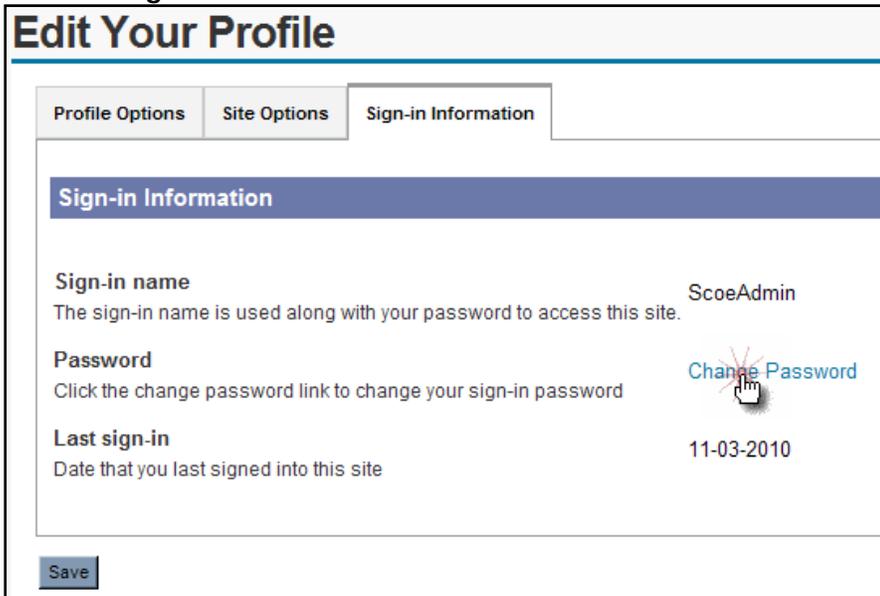
5. Make any changes to your Profile Options, Site Options, and Sign-in Information as needed. Click **"Save"** to retain changes.

Changing Your Password

Use the following Procedure to change your forum login password.

Procedure

1. Click the **"Edit"** link, on the top right side beside your login name.
2. The **"Edit Your Profile"** page displays.
3. Select the **"Sign-in Information"** tab.
4. Click **"Change Password"**.

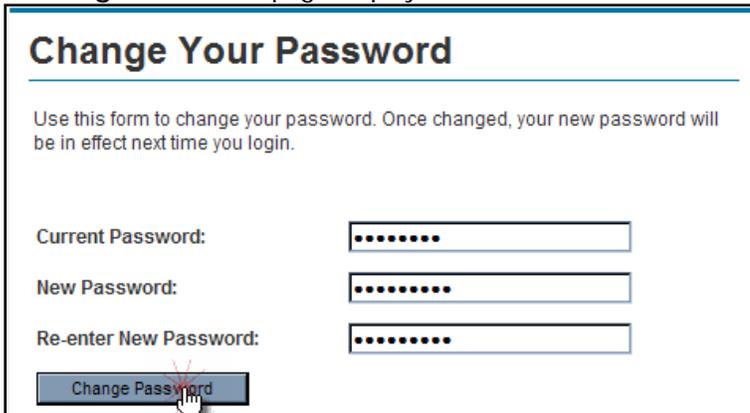


The screenshot shows the 'Edit Your Profile' page with the 'Sign-in Information' tab selected. The page contains the following information:

Profile Options	Site Options	Sign-in Information
Sign-in Information		
Sign-in name The sign-in name is used along with your password to access this site.	ScoeAdmin	
Password Click the change password link to change your sign-in password	Change Password	
Last sign-in Date that you last signed into this site	11-03-2010	

At the bottom left of the form is a **Save** button.

5. A **Change Password** page displays.



The screenshot shows the 'Change Your Password' page with the following content:

Use this form to change your password. Once changed, your new password will be in effect next time you login.

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Re-enter New Password:	<input type="password"/>

At the bottom left is a **Change Password** button.

6. Make your changes.
7. Click **"Change Password"**.
8. Click **"Save"**.

Main Page and Navigation

This section contains the following information:

- [Main Page and Navigation](#)
- [Navigation Tabs](#)
- [Accessing The Peer-to-Peer Forum](#)
- [Tags Functionality](#)

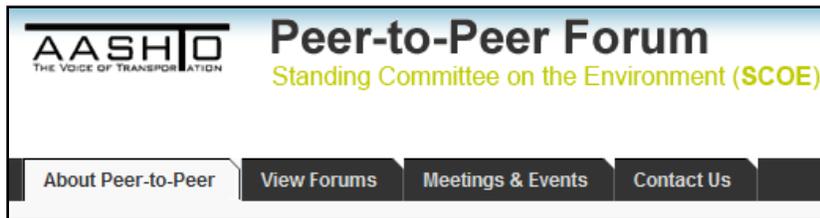
Main Page and Navigation

After **Sign In**, you will have access to the various features of the Peer-to-Peer Forum.

The screenshot displays the AASHTO Peer-to-Peer Forum website. At the top left is the AASHTO logo with the tagline 'THE VOICE OF TRANSPORTATION'. To its right is the forum title 'Peer-to-Peer Forum' and the subtitle 'Standing Committee on the Environment (SCOE)'. In the top right corner, there is a user profile for 'demo_user' with 'Edit' and 'Sign out' links. Below the header is a navigation menu with tabs for 'About Peer-to-Peer', 'View Forums', 'Meetings & Events', and 'Contact Us'. The main content area is titled 'About Peer-to-Peer' and includes a search bar. The text describes the forum's purpose: 'The Standing Committee on the Environment (SCOE) Peer-to-Peer Forum provides an online venue for State DOT employees to discuss and exchange information, experiences, ideas, and best practices on a range of environmental topics related to the planning, design, construction, maintenance, and operation of highway and transit systems. The purpose of this Forum is to foster an interdisciplinary collaborative venue to identify emerging issues, trends, procedures, research, and data needs. The goal of this Forum is to promote environmental stewardship and to encourage innovative ways to streamline the transportation delivery process.' It also provides contact information and a disclaimer: 'Note: The Peer-to-Peer Forum discussions are open exchanges that reflect the views and experiences of the individual participants and do not represent the opinion or policy of AASHTO.' Below this is a 'Site Activity' section with two entries: '10-28-2010 Matthew Perlik replied to Energy Efficiency in Climate Change' and '10-20-2010 cpaulsen posted Energy Efficiency to Climate Change'. The footer contains the copyright notice: 'Copyright © 2009, Standing Committee on the Environment (SCOE)'.

Navigation Tabs

The navigation of the site is done by visiting the various tabs found at the top of the page.



About Peer-to-Peer – overview of the Peer-to-Peer Forum

View Forums – a listing of the various forums, giving you access to Discussion forums and Resource Libraries

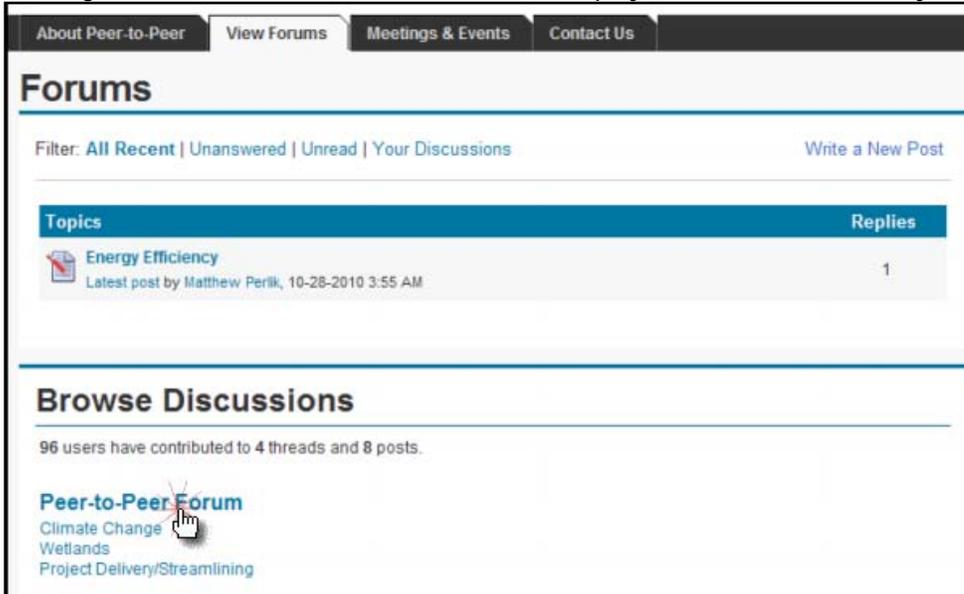
Meetings & Events – link to a Meetings & Events Calendar

Contact Us – Submit feedback, including comments, suggestions and recommendations regarding the Communities of Practice forum.

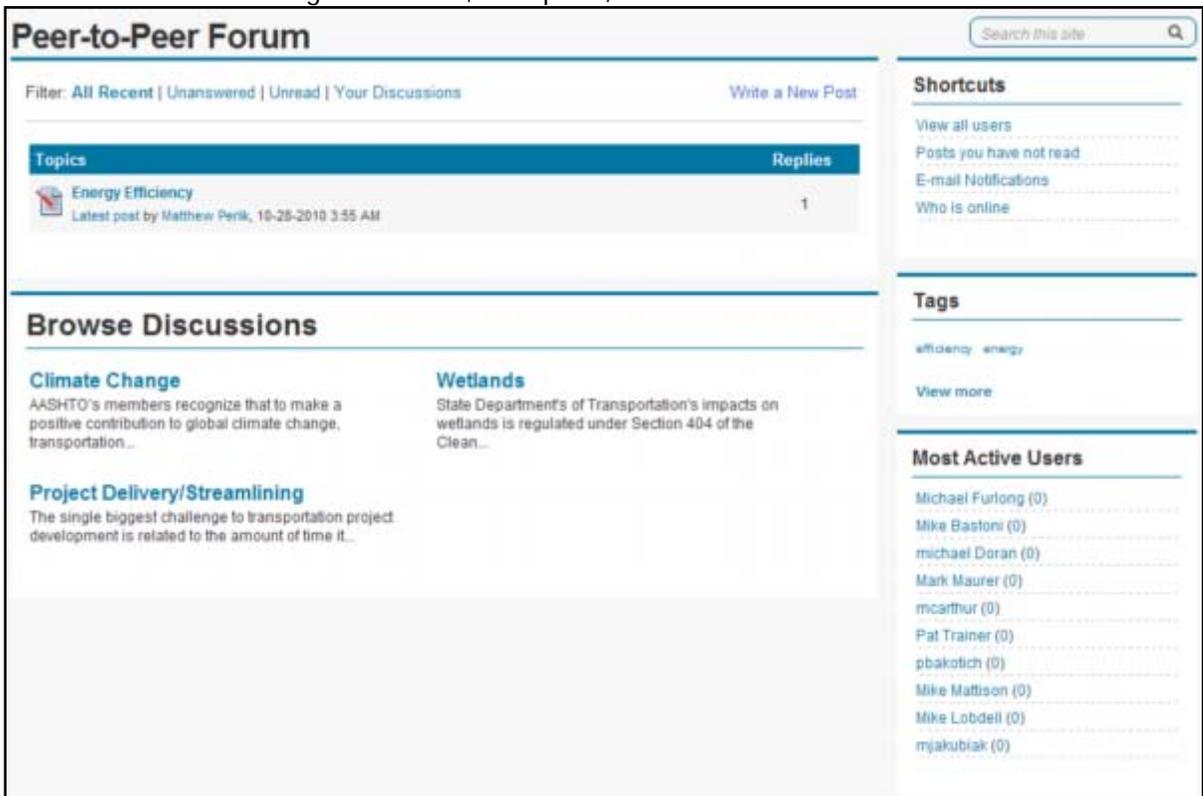
Accessing the Forums

Procedure

1. Click the **“View Forums”** tab to access the Peer-to-Peer Forums.
2. A listing of the available Forum Discussions will display. Click the **Discussion** you would like to visit.



3. The Forum main page will display. From here you can browse discussions by clicking on the links, use the **“Shortcuts”** on the right hand side, filter posts, or **“Write a New Post”**.

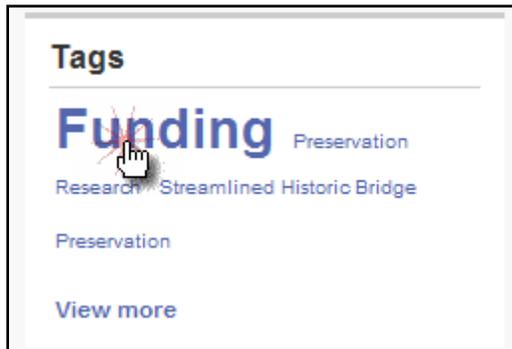


Tags Functionality

You can browse Discussions, Resource files, and media files in the Forum by tags.

The Tags panel contains the list of tags used in various posts to the Forum. The more common the tag, or the tags used with the most posts, display with the largest font. For example, the **Funding** tag is the most used, as shown in the tag cloud below.

When you click on an item in the tag cloud, the site opens a page with the list of all forum posts and Resource Library items that use the tag. For example, if you click **Funding** in the tag cloud, the site opens a page that lists all of the forum posts and Resources that use the **Funding** tag.



Discussions Basics

This section contains the following information:

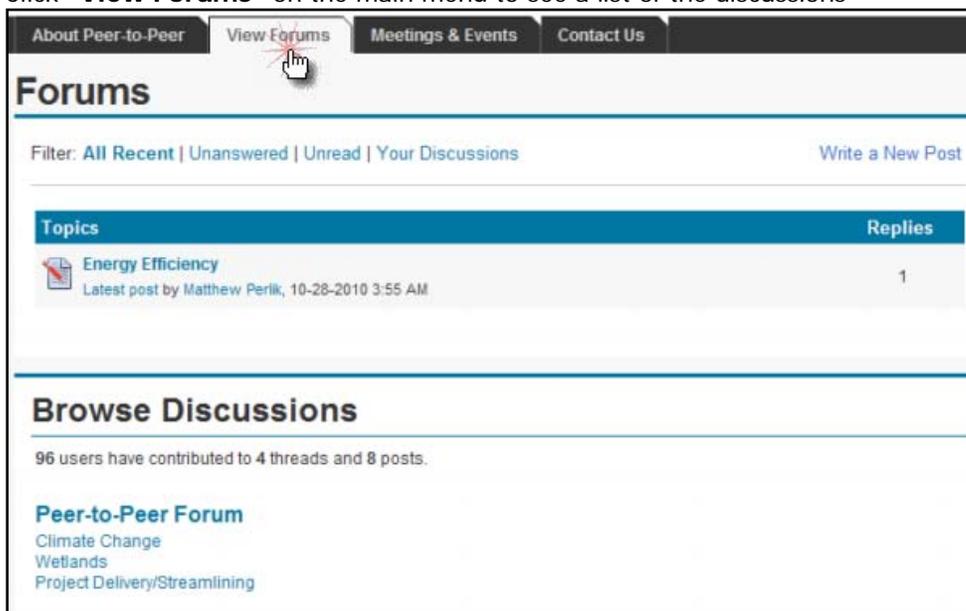
- [Access Your Discussions](#)
- [Discussion Posts Functionality](#)
- [Adding a Forum Post](#)
- [Insert Media into a Post](#)
- [Filtering Forum Posts](#)

Access Your Discussions

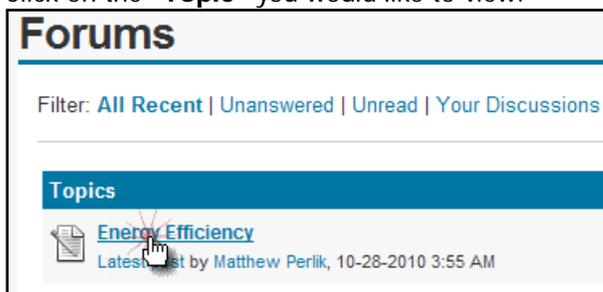
You can access the **Forum Discussions** by doing the following:

Procedure

1. Click **“View Forums”** on the main menu to see a list of the discussions



2. Active **Topics** are listed at the top of the page, and all **Discussions** are listed in the bottom half.
3. Click on the **“Topic”** you would like to view.



- OR click a discussion of choice from the listing of **Recent Discussions** displayed on the Forum main page..

Browse Discussions

96 users have contributed to 4 threads and 8 posts.

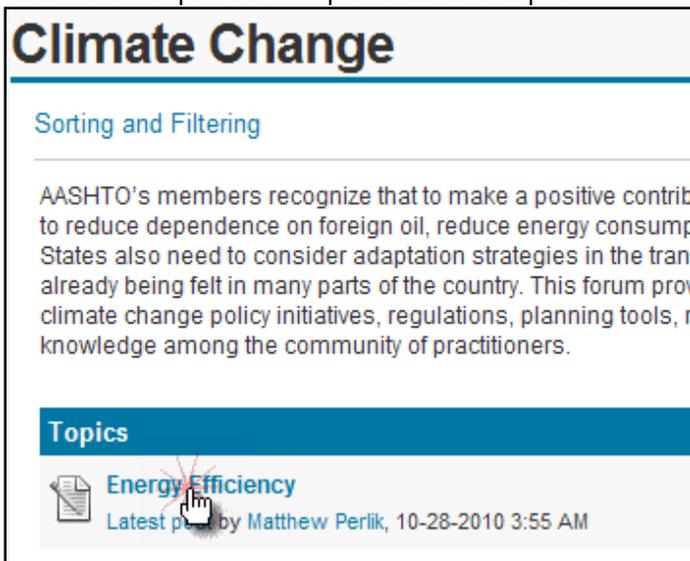
Peer-to-Peer Forum

- Climate Change
- Wetlands
- Project Delivery/Streamlining

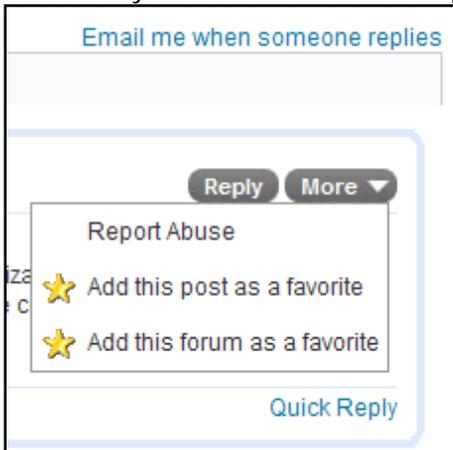
Discussion Posts Functionality

Procedure

1. Click on the Topic **title** to open a discussion post.



2. On the right side, the various options for each post are available.
3. The options you see here are available to all users within the forum. The following table describes the functionality available from the forum post page:



Below is list of the functionality of each option.

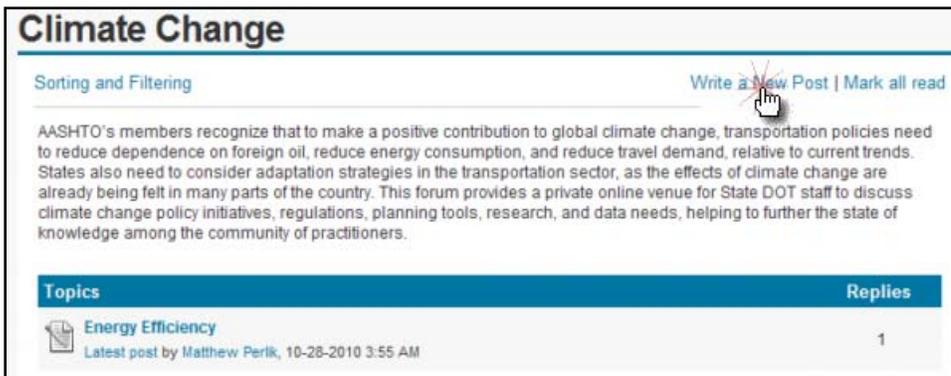
Functionality	Description
Email me when someone replies	Specifies whether you are notified by email from someone replies to the post. When you click the link, the site resets this setting to its opposite.
Stop emailing replies to me	
Edit	Allows you to edit the post if you are the original author.
Reply	Opens a reply page so you can respond to the post and begin a discussion.
Add this post as a favorite	Adds the forum post to your favorites list.
Add this forum as a favorite	Adds the entire discussion forum to your favorites list.
Report Abuse	Sends an email to the site administrator to report something inappropriate in the forum post

IMPORTANT: If you want to participate in a discussion thread, you MUST select the “Email me when someone replies” link.

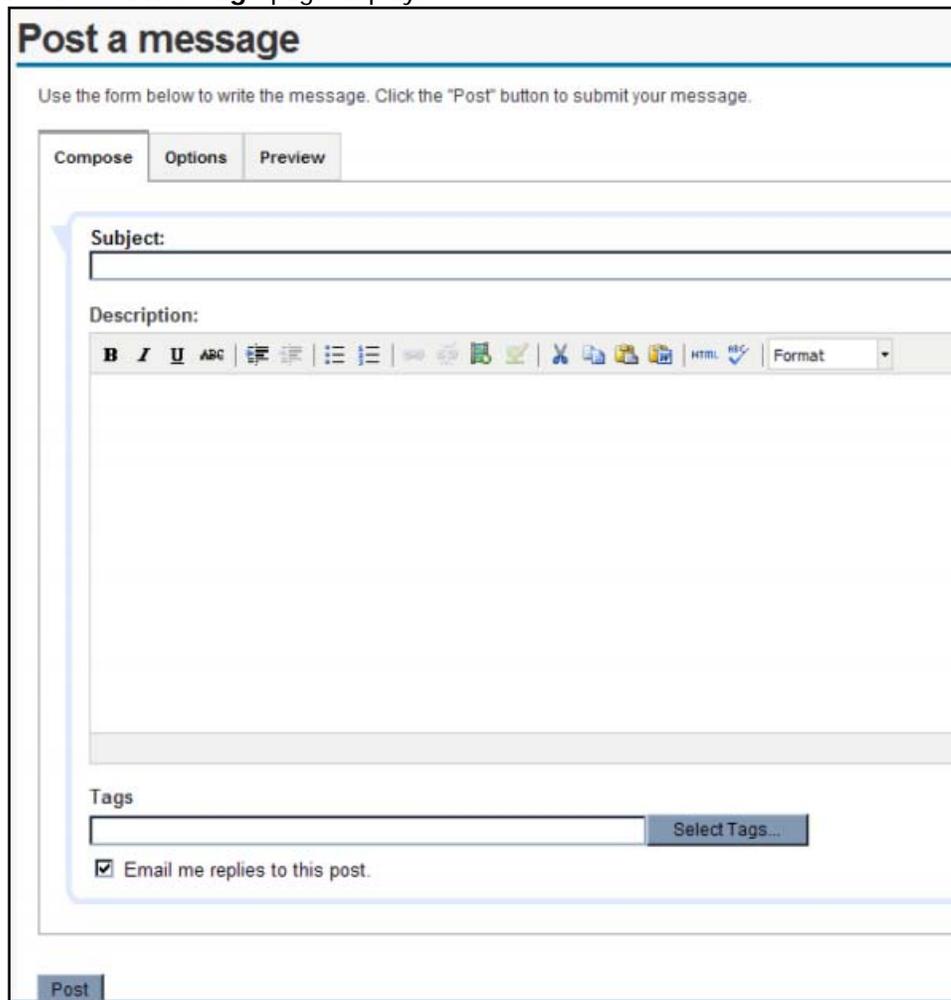
Adding a Forum Post

Procedure

1. Click "Write a New Post".



2. The Post a message page displays.



3. Specify the forum post settings on each tab.

- a. **Compose**

Subject - Specifies the post subject.

Description - This is your content. You can use the basic formatting options in the toolbar. You can also "**Add Media**" to upload a file, image, or movie, etc. See below for more information on adding media.

Tags - Specifies tags used for the post. You can click **Select Tags** to find tags that have already been used with forum posts.

- b. **Options**

Locked: Do not allow replies - Specifies whether users can reply to the post.

- c. **Preview**

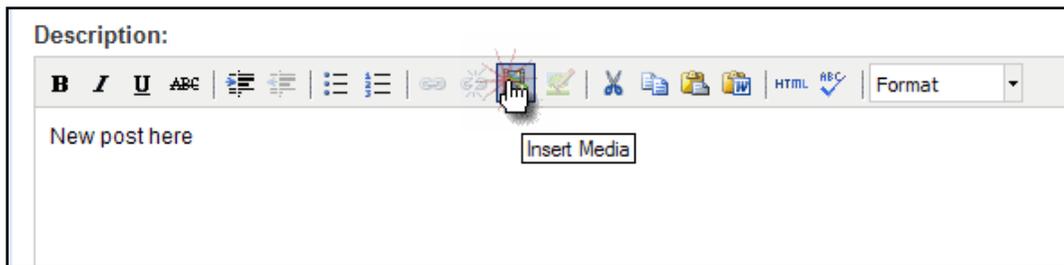
Preview - Shows you what the post will look like before you publish the post.

4. Click **Post**.

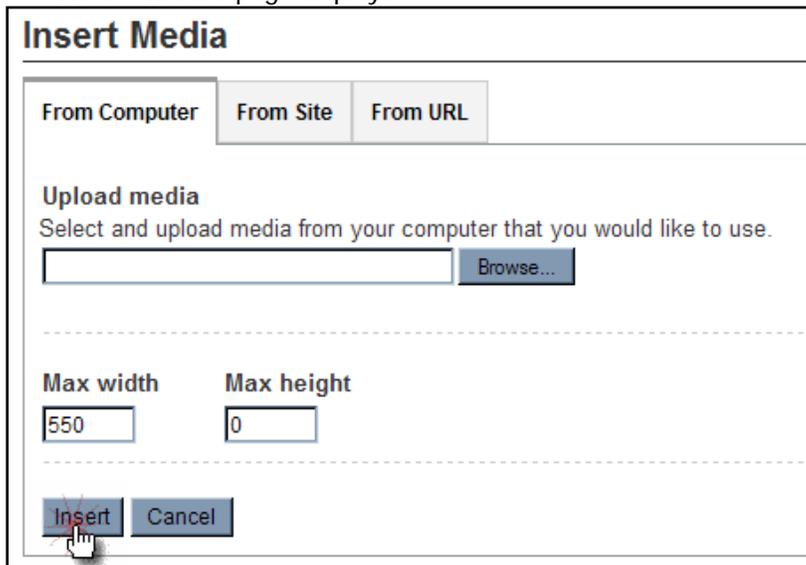


Insert Media to Your Post

1. When creating a new post, or replying to an existing discussion, you can add media such as an external file, an image, or a video. To do this, click "**Insert Media**" in the edit toolbar.



2. The **Insert Media** page displays.



3. Choose if you want to upload a file from your Computer, from an already existing item on the site, or from another website URL.

a. **From Computer:**

Browse for a file or multiple files or type the URL for the file you want to upload. Click **“Insert”** and the item will appear within your content window. Click **“Insert”**.

The screenshot shows the 'Insert Media' dialog box with the 'From Computer' tab selected. The 'Upload media' section contains a text input field with the path 'C:\Documents and Settings\randola\Desk' and a 'Browse...' button. Below this are two input fields for 'Max width' (550) and 'Max height' (0). At the bottom are 'Insert' and 'Cancel' buttons.

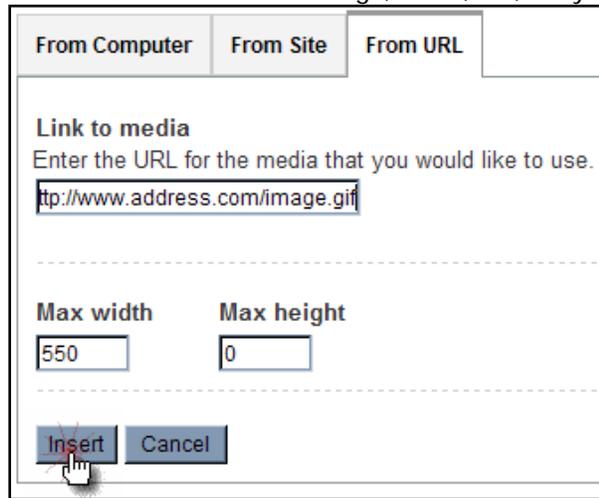
b. **From Site:**

Browse the listed items for the one you want to use and click **“Insert”** If you don't see it, you will have to upload a new one using **“From Computer.”**

The screenshot shows the 'Insert Media' dialog box with the 'From Site' tab selected. The 'Select media' section contains a text input field with the text 'Media' and a 'User selected media' button. To the right is a message: 'There are no items at this level in the list'. Below this are two input fields for 'Max width' (550) and 'Max height' (0). At the bottom are 'Insert' and 'Cancel' buttons.

c. **From URL:**

Select a URL that has the image, video, file, etc you wish to embed and click "**Insert**".



The screenshot shows a dialog box with three tabs: "From Computer", "From Site", and "From URL". The "From URL" tab is selected. Below the tabs, the text "Link to media" is followed by the instruction "Enter the URL for the media that you would like to use." A text input field contains the URL "http://www.address.com/image.gif". Below this, there are two input fields for "Max width" (containing "550") and "Max height" (containing "0"). At the bottom, there are two buttons: "Insert" and "Cancel". A mouse cursor is pointing at the "Insert" button.

d. **The new item will display within your discussion post preview.**

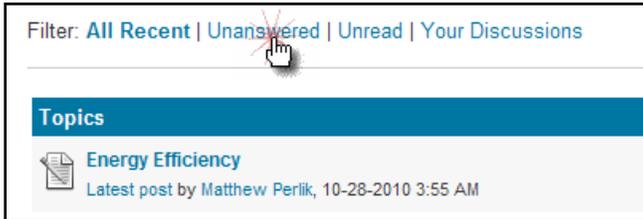
4. Click "**Preview**" to preview your post or "**Post**" when ready to publish.

Filtering Forum Posts

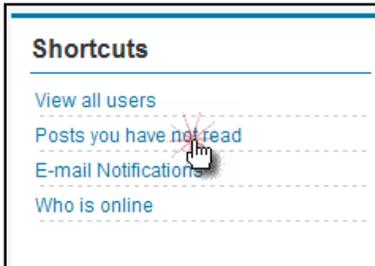
The sorting and filtering functionality allows you to sort and filter forum posts based on the criteria you specify, such as post date, thread author, total replies, and more.

Procedure

1. Navigate to a **Discussion** forum
2. Click on a filter: **"All Recent"** **"Unanswered"** **"Unread"** or **"Your Discussions"**.



3. The **Sorting and Filtering** criteria item displays.
4. You can also use the **Shortcuts** menu items on the right side to provide other options.

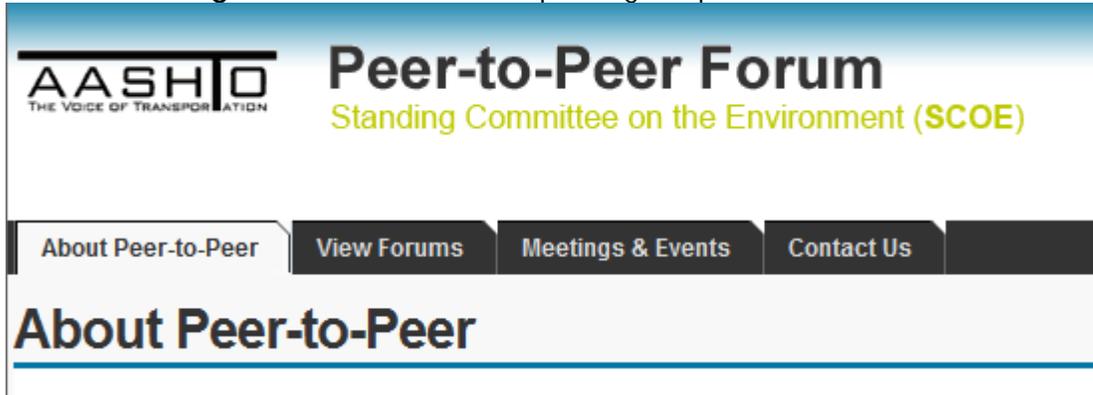


Other SCOE Peer-to-Peer Forum Pages

The SCOE Peer-to-Peer Forum has two other tabs of main navigation along the top. Here you can access **Meetings & Events** information and a **Contact Us** page.

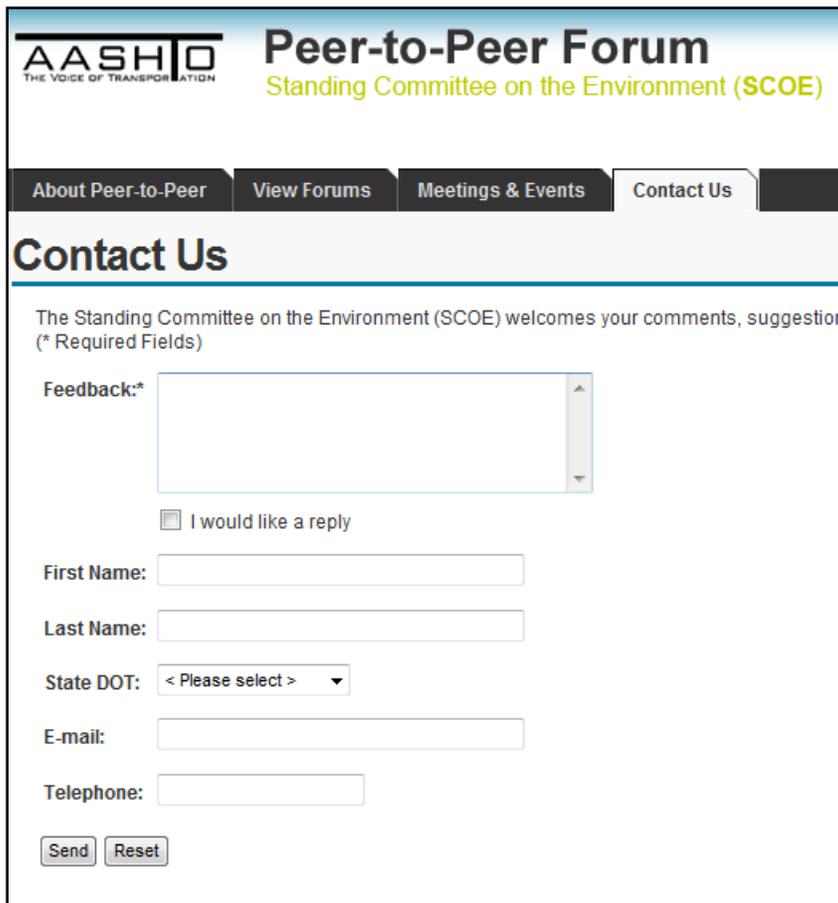
Meetings & Events

1. Click the **"Meetings & Events"** tab to view upcoming and past event information in a new window.



Contact Us

1. Click the **"Contact Us"** tab to submit a contact form. The Standing Committee on the Environment (SCOE) welcome comments, suggestions and recommendations regarding the Peer-to-Peer Forum. Submit them here. Fill in the form with your comments and contact information, and then click **"Send"**.

A screenshot of the Peer-to-Peer Forum website's "Contact Us" page. The header and navigation menu are identical to the previous screenshot, but the "Contact Us" tab is now selected and highlighted in white. Below the navigation bar, the page title "Contact Us" is displayed in a large, bold font. The main content area contains a message: "The Standing Committee on the Environment (SCOE) welcomes your comments, suggestions and recommendations regarding the Peer-to-Peer Forum. (* Required Fields)". Below this message is a contact form with the following fields: "Feedback:*" (a large text area), a checkbox labeled "I would like a reply", "First Name:" (text input), "Last Name:" (text input), "State DOT:" (a dropdown menu with "< Please select >" selected), "E-mail:" (text input), and "Telephone:" (text input). At the bottom of the form are two buttons: "Send" and "Reset".